

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date		Commissioner's Office		Application Number	
12-28-79		Office of Accounting Services		80-1 - 80-209	
Application Number		Office of Budget Administration		Date Received	
DHR 52-258		47 Trinity Ave., S.W.		DEC 28 1979	
		Atlanta, Ga. 30334		Date Completed	
				JAN 4 1980	
2. Person to Contact		Working Title		Telephone Number	
Wayne Burroell/David Martin		Director/Assistant		656-2072	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest	Latest				
1977	Present	Fiscal Accounting and Control System (FACS) Files			
6. Division and Office Function		What is the function of the Division and the Office in which this record is created?			

SEE ATTACHED DESCRIPTION

7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.
- Documents relating to Documents relating to the Fiscal Accounting and Control System (FACS). The FACS System is a uniform and standardized, financial and budgetary accounting and control system for recording and reporting the receipt and disbursement of funds. It is designed for departments to retain complete responsibility and control of their accounting operation and will have maximum flexibility in meeting their particular accounting needs and reporting requirements; also to assist the user agencies by expediting the processing of accounting data and by providing comprehensive reporting capabilities.

Included are numerous reports that reflect the status of expense and allotment balances.

The file is arranged Files are arranged in various ways, chronologically by date of report; numerically by various categories and similar and related arrangements.

8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old _____	Seven to twelve months old _____	Thirteen to twenty-four months old _____	
Twenty-five months and older _____	?		
9. Annual Rate of Accumulation or Records			
Letter-size drawers _____	Legal-size drawers _____	Shelves _____	Other (Specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <i>Some reports may have employee and contractor information.</i>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Reports are distributed to field offices.</i>
X		i. Is this series (or a major portion of it) regularly microfilmed? <i>COM</i>
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law \_\_\_\_\_ years.  
b. Statute of limitation \_\_\_\_\_ years.  
c. Federal law \_\_\_\_\_ years.

d. Audit period 1-3 years.  
e. Administrative need 5 years.  
f. Federal retention instructions 3 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approval Disposition Instructions

This agency recommends that the file series be cut off at the end of each.

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☐ Hold in the Current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

*Classification #1... 5 year retention - cut off file at the end of the fiscal year; hold one (1) year in the office; then transfer to the State Records Center or local storage area; for four (4) years; then destroy. Earlier transfer to storage areas is authorized, PLEASE NOTE: classification #1 reports are normally used to provide an audit trail and to satisfy audit and Administrative requirements.*

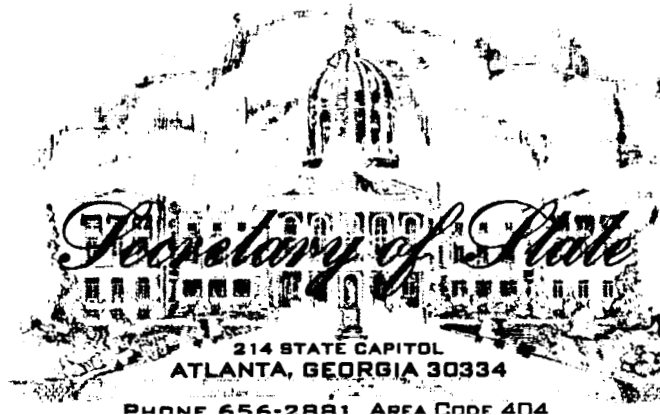
*Classification #2... Satisfaction of reference needs-Hold in office until problems are resolved, errors are corrected and until no longer needed as a reference document; then destroy.*

*PLEASE NOTE: Classification 2 reports are not normally used to satisfy State and Federal Audit requirements, but used for reference and supporting documentation to other auditable reports.*

*These instructions apply to all prior and future accumulations of the series.*

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	12-19-79	<i>W.J. McDonald</i>	12-28-79
Budget: <i>Dotty W. Roach</i>	12-27-79	State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		<i>[Signature]</i>	1-3-80
State Auditor/Designee		<i>[Signature]</i>	Jan. 2 '80
Secretary of State/Designee		<i>[Signature]</i>	1-3-80
Attorney General/Designee			

file with retention  
Schedule.



DEPARTMENT OF  
ARCHIVES AND HISTORY  
ATLANTA, GEORGIA 30334

DIRECTOR 656-2358  
INFORMATION 656-2381  
AREA CODE 404

November 27, 1979

Mr. William J. McDonald  
Records Management Officer  
Georgia Department of Human Resources  
Room 621 Health Building  
Atlanta, Georgia 30334

Dear Bill:

Harmon Smith and Mary Hall have shown me your proposed method for writing retention schedules for the Fiscal Accounting and Control System (FACS). Under normal conditions such a method would not provide us with enough information about each series to make a proper archival appraisal. At the same time, however, we feel that there is very little likelihood that any of these detailed fiscal reports would have permanent research value. **Also**, we can appreciate the enormous amount of time that would be required for a detailed description of each computer printout report. We will, therefore, accept your use of **this method** under two conditions:

- (1) that this **method** is to be **used** only for the FACS schedules, and
- (2) that no additional computer printout reports be included **under this schedule**. That is, any new reports that are added later should be scheduled separately.

I appreciate the fine work you are doing to further records management in your department. Let us know whenever we *can* be of help to you.

Sincerely,

(Miss) Carroll Hart  
Director

CII:jhs

## FACS REPORTS

Report #	Report Name	Retention Classification	Custodian of Record Copy	Retn. Class for Dist. Copies to Offices, Inst., Etc.
2002	<del>30-1</del> Expense Sub-System Journal	1	Offc. Acct. Svcs.	N/A
2003	<del>30-2</del> Expense Sub-System Journal YTD	1/Mfiche	"	N/A
2004	<del>30-3</del> Reference No. Status Report	1/Mfiche	"	2
2005	<del>30-4</del> YTD Reference Number Status Report	1	"	2
2007	<del>30-5</del> Travel Consultant Log	2	"	N/A
2008	<del>30-6</del> Monthly Detail Activity	?	"	N/A
2009	<del>30-7</del> Daily Exp. Sub-System Journal	2	"	N/A
2010	<del>30-8</del> Month, Quarter, or YTD Expense Activity	1/Mfiche	"	2
2011	<del>30-9</del> YTD Expense Activity	1	"	2
2012	<del>30-10</del> Month, Quarter, or YTD ECOA Detail	1/Mfiche	"	N/A
2020	<del>30-11</del> Month, Quarter, or YTD Cash Activity	1/Mfiche	"	N/A
2021	<del>30-12</del> YTD Cash Activity	1	"	N/A
2022	<del>30-13</del> Cash Disbursements Journal	1	"	N/A
2023	<del>30-14</del> Source of Disbursements	1	"	N/A
2024	<del>30-15</del> Fund Source Disbursement Monthly Detail	2	"	N/A
2025	<del>30-16</del> Fund Source Disbursement Monthly Recap.	2	"	N/A
2026	<del>30-17</del> Bank Reconciliation Report-Outstanding Checks	1	"	N/A
2028	<del>30-18</del> Paid Vendors Report	1/Mfiche	"	N/A
2030	<del>30-19</del> Payables Due	2	"	N/A
2031	<del>30-20</del> Past Payables Due	2	"	N/A
2032	<del>30-21</del> Outstanding Payables by Vendor	2	"	N/A
2033	<del>30-22</del> Outstanding Obligations by Project	1	"	N/A
2034	<del>30-23</del> Outstanding Encumbrances	2	"	N/A
2035	<del>30-24</del> Outstanding Encumbrances-1st Level Organization	2	"	N/A
2036	<del>30-25</del> Outstanding Encumbrances-2nd Level Organization	2	"	N/A

## FACS REPORTS

Report #	Report Name	Retention Classification	Custodian of Record Copy	Retn. Class for Dir. Copies to Offices, Inst., Etc.
2037	<del>80-26</del> Outstanding Obligations by Org./Proj.	/Mfiche	Off. Acct. Svcs.	N/A
2038	<del>80-27</del> Prior Year Payables Activity	'	"	N/A
2039	<del>80-28</del> Outstanding Payables by Fund Source	/Mfiche	"	N/A
2040	<del>80-29</del> Expense File Update Proof List	'	"	N/A
2041	<del>80-30</del> Expense Transaction Code Daily	'	"	N/A
2042	<del>80-31</del> Redistribution Activity	'	"	N/A
2043	<del>80-32</del> Check Audit Update Exceptions	'	"	N/A
2044	<del>80-33</del> Duplicate and/or Conflicting Input Lis	'	"	N/A
2045	<del>80-34</del> Corrections-77	?	"	N/A
2046	<del>80-35</del> Transaction File Error Messages	?	"	N/A
2047	<del>80-36</del> Batches Pending Report	?	"	N/A
2048	<del>80-37</del> Check Run Errors	?	"	N/A
2050	<del>80-38</del> Vendor Code Book-Alphabetic	?	"	N/A
2051	<del>80-39</del> Vendor Code Book-Numeric	2	"	N/A
2052	<del>80-40</del> Forced Budget Updates	2	Off. Budg. Admin.	N/A
2053	<del>80-41</del> Budget Overrides by Organiz.	2	"	N/A
2054	<del>80-42</del> Expenses Rejected in Budget by Batch	2	Off. Acct. Svcs.	N/A
2055	<del>80-43</del> Expenses Rejected in Budget	2	Off. Budg. Admin.	2
2056	<del>80-44</del> Budget Overrides by Activity	2	"	N/A
2057	<del>80-45</del> Expenses Posted to Budget	2	"	N/A
2058	<del>80-46</del> Expenses Not Sent to Budget	2	"	N/A
2059	<del>80-47</del> Summary Budget Override Report	2	"	N/A
2060	<del>80-48</del> Outstanding Payables	1	Off. Acct. Svcs.	N/A
2061	<del>80-49</del> Outstanding Payables-1st Level Organization	1	"	N/A
2062	<del>80-50</del> Outstanding Payables-2nd Level Organization	1	"	N/A

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Report #	Report Name	Retention Classification	Custodian of Record Copy	Retn. Class for Dirt. Copies to Offices, Inst., Etc
2065	<del>80-51</del> Outstanding Payables by Object Class	1	Off. Acct. Svcs.	N/A
2070	<del>80-52</del> Offline Expense Entry Report	1	"	N/A
2071	<del>80-53</del> Offline Encumbrances Report	1	"	N/A
2075	<del>80-54</del> PCOA Expenditure Report	1	"	N/A
2080	<del>80-55</del> Acct. Pay. Diff. Report	1	"	N/A
2081	<del>80-56</del> Cash Diff. Report	1	"	N/A
2100	<del>80-57</del> Labor Exp. Journal by Org.-Pay Period	1/Mfiche	"	N/A
2101	<del>80-58</del> Labor Exp. Journal by Org.-Month	2	"	2
2102	<del>80-59</del> Labor Exp. Journal by Org.-Qtr.	1	"	2
2120	<del>80-60</del> Labor Exp. Journal by Project-Pay Period	1/Mfiche	"	N/A
2122	<del>80-61</del> Labor Exp. Journal by Proj.-Qtr.	1	"	N/A
2130	<del>80-62</del> Labor Exp. Journal by FS-Pay Period	1	"	N/A
2131	<del>80-63</del> Labor Exp. Journal by FS-Month	1	"	N/A
2132	<del>80-64</del> Labor Exp. Journal by FS-Qtrly.	1	"	N/A
2160	<del>80-65</del> Labor Expense Summary	1	"	N/A
2170	<del>80-66</del> Labor Charges-Auditor	2	"	N/A
2180	<del>80-67</del> Labor Dist. Control Totals	2	"	N/A
2190	<del>80-68</del> Labor Dist. Errors	2	"	N/A
2202	<del>80-69</del> Revenue Suhsy. Journal-Month	1	"	N/A
2203	<del>80-70</del> Revenue Subsy. Journal-YTD	1/Mfiche	"	N/A
2210	<del>80-71</del> Org. Revenues-Month, Qtr., YTD	1	"	2
2211	<del>80-72</del> Project Revenue-No., Qtr., YTD	1	"	N/A
2212	<del>80-73</del> Fund Source-Month, Qtr., YTD	1/Mfiche	"	N/A
2215	<del>80-74</del> Organization Revenues-YTD	1	"	N/A
2216	<del>80-75</del> Project Revenues-YTD	1	"	N/A
2217	<del>80-76</del> Fund Source Revenues-YTD	1	"	N/A

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Report #	Report Name	Retention Classification	Custodian of Record Copy	Retn. Class for Dist. Copies to Offices, Inst., Etc.
	<b>80-77</b>			
2220	Cash Receipts Journal-Daily	1	Off. Acct. Svcs.	N/A
	<b>80-76</b>			
2221	Cash Receipts Journal-Month	1	"	N/A
	<b>80-79</b>			
2225	Customer Statement	2	"	N/A
	<b>80-80</b>			
2230	Accounts Receivable	1	"	N/A
	<b>80-81</b>			
2231	Accounts Receivable by Fund Source	1	"	N/A
	<b>80-82</b>			
2235	Accounts Receivable Aging	2	"	N/A
	<b>80-83</b>			
2236	Accts. Receiveable-Current	2	"	N/A
	<b>80-84</b>			
2240	Revenue File Update <b>Proof</b> Listing	2	"	N/A
	<b>80-85</b>			
32-11	Transaction Code Daily Activity	2	"	N/A
	<b>80-86</b>			
2243	Revenue Update Errors	2	"	N/A
	<b>80-87</b>			
2250	Customer Code Book-Alphabetic	2	"	2
	<b>80-88</b>			
2251	Customer Code Book-Numeric	2	"	2
	<b>80-89</b>			
2255	Customer Activity Report	2	"	N/A
	<b>80-90</b>			
2300	Org./Proj. Budget <b>Proof</b> List	2	Off. Budg. Admin.	N/A
	<b>80-91</b>			
2302	Org./Proj. Amendment <b>Proof</b> List	2	"	N/A
	<b>80-92</b>			
2310	Activity Budget-1st Level	2	"	N/A
	<b>80-93</b>			
2311	Activity Budget-2nd Level	2	"	N/A
	<b>80-94</b>			
2312	Activity Amendment	2	"	N/A
	<b>80-95</b>			
2320	Initial Budget Load Control	2	"	N/A
	<b>80-96</b>			
2321	Initial Budget Load Activity Budget	2	"	N/A
	<b>80-97</b>			
2322	Initial Budget Load Dept. Budget	2	"	N/A
	<b>80-98</b>			
2323	Initial Budget Load 1st Level Org.	2	"	N/A
	<b>80-99</b>			
2324	Initial Budget Load 2nd Level Org.	2	"	N/A
	<b>80-100</b>			
2325	Initial Budget Load 3rd Level Org.	2	"	N/A
	<b>80-101</b>			
2326	Initial Budget Load Organization	2	"	N/A
	<b>80-102</b>			
232:	Initial Budget Load Org./Proj.	2	"	N/A

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Report #	Report Name	Retention Classification	Custodian of Record Copy	Retn. Class for Dist. Copies to Offices, Inst., Etc.
2330	<del>80-03</del> Budget Amendment Control Totals	2	Off. Budget Admin	N/A
2331	<del>80-104</del> Amendment Activity Budget	2	"	N/A
2332	<del>80-105</del> Amendment Department Budget	2	"	N/A
2333	<del>80-106</del> Amendment 1st Level Org. Budget	2	"	N/A
2334	<del>80-107</del> Amendment 2nd Level Org. Budget	2	"	N/A
2335	<del>80-108</del> Amendment 3rd Level Org. Budget	2	"	N/A
2336	<del>80-109</del> Amendment Organization Budget	2	"	N/A
2337	<del>80-110</del> Amendment Org./Proj. Budget	2	"	N/A
2339	<del>80-111</del> Budget Amendment Summary	2	"	N/A
2340	<del>80-112</del> Zero Organization Budgets	2	"	N/A
2341	<del>80-113</del> Zero Activity Budgets	2	"	N/A
2342	<del>80-114</del> Organization Budg. Delete Proof List	2	"	N/A
2343	<del>80-115</del> Organization Budget Deleted	2	"	N/A
2344	<del>80-116</del> Activity Budg. Delete Proof List	2	"	N/A
2345	<del>80-117</del> Activity Budget Deleted	2	"	N/A
2346	<del>80-118</del> Budget Organ. by Activity	2	"	N/A
2400	<del>80-119</del> Department General Ledger	1	Off. Acct. Svcs.	N/A
2401	<del>80-120</del> Fund Source General Ledger	1	"	N/A
2402	<del>80-121</del> Trust Fund General Ledger	1	"	N/A
2403	<del>80-122</del> Appropriation General Ledger	1	"	N/A
2410	<del>80-123</del> Department Trial Balance	1/Mfiche	"	N/A
2411	<del>80-124</del> Fund Source Trial Balance	1	"	N/A
2412	<del>80-125</del> Trust Fund Trial Balance	1/Mfiche	"	N/A
2413	<del>80-126</del> Appropriation Trial Balance	1/Mfiche	"	N/A
2414	<del>80-127</del> FS by Appn. Trial Balance	1/Mfiche	"	N/A
2420	<del>80-128</del> Department Balance Sheet	1/Mfiche	"	N/A



## FACS REPORTS

Report	Report Name	Retention Classification	Custodian of Record Copy	Retn. Class for Dirt. Copier to Offices, Inst., Etc.
2421	80-129 Fund Source Balance Sheet	1	Off. Acct. Svcs.	N/A
2422	80-130 Trust Fund Balance Sheet	1/Mfiche	"	N/A
2423	80-131 Appropriation Balance Sheet	1/Mfiche	"	N/A
2424	80-132 FS by Appn. Balance Sheet	1/Mfiche	"	N/A
2440	80-133 Manual Journal Vo. Summary	1	"	2
2442	80-134 Journal Voucher Proof List	2	"	N/A
2443	80-135 Offline Journal Vo. Entry Report	2	"	N/A
2444	80-136 Offline Journal Vo. Error Report	2	"	N/A
2445	80-137 Journal Voucher Error Report	2	"	N/A
2450	80-138 Analysis of Surplus by Dept.	1'	"	N/A
2451	80-139 Analysis of Surplus by Appropriation	1	"	N/A
2455	80-140 Current Year Surplus	1	"	N/A
2470	80-141 QTD Expenditure Report-Activity	1	"	N/A
2471	80-142 QTD Expenditure Report-Budget Unit	1	"	N/A
2472	80-143 QTD Expenditure Report-Deptl.	1	"	N/A
2473	80-144 QTD Expenditure Report-Acty Sum.	1	"	N/A
2474	80-145 QTD Expenditure Report-Budg. Unit Summary	1	"	N/A
2475	80-146 QTD Expenditure Report-Dept. Summary	1	"	N/A
2476	80-147 QTD Expenditure Report-Department Summary by Budget	1	"	N/A
2480	80-148 Daily Activity Correction Proof	1	"	N/A
2481	80-149 Daily Activity Correction Update	1	"	N/A
2485	80-150 Certified Cost Exception Report	1	"	N/A
2495	80-151 General Ledger Activity	1	"	N/A
2496	80-152 Dept. Journal Voucher Summary	1	"	N/A
4000	80-153 Department Budget Comparison-Month	1/Mfiche	"	N/A

## FACS REPORTS

Report #	Report Name	Retention Classification	Custodian of Record Copy	Retn Class for Dist. Copies to Offices, Inst., Etc
4001	80-154 1st Level Org. Budget Comparison-Month	1/Mfiche	Off. Acct. Svcs.	2
4002	80-155 2nd Level Org. Budget Comparison-Month	1/Mfiche	"	2
4003	80-156 3rd Level Org. Budget Comparison-Month	1/Mfiche	"	2
4004	80-157 4th Level Org. Budget Comparison-Month	1/Mfiche	"	2
4005	80-158 Org./Proj. Budget Comparison	1	"	2
4013	80-154 Cost Center Summary	1	"	2
4014	80-160 Sub-Cost Center Summary	1	"	2
4021	80-161 Object Code Analysis, 1st Level Org.	1	"	2
4022	80-162 Object Code Analysis, 2nd Level Org.	1	"	2
4023	80-163 Object Code Analysis, 3rd Level Org.	1	"	2
4024	80-164 Object Code Analysis, 4th Level Org.	1	"	2
4030	80-165 1st Level Prog. Budg. Comp. Mon.	1/Mfiche	"	2
4031	80-166 2nd Level Prog. Budg. Comp. Mon.	1/Mfiche	"	2
4040	80-167 Department Amendment	2 1	Off. Budg. Admin.	N/A
4041	80-168 Division Amendment	2	"	N/A
4042	80-169 Sub-Division Amendment	2	"	N/A
4043	80-170 Cost Center Amendment	2	"	N/A
4044	80-171 Sub-Cost Center Amendment	2	"	N/A
4045	80-172 Org./Proj. Amendment	2	"	N/A
4050	80-173 Department Combined Amendment	2	"	N/A
4051	80-174 1st Level Combined Amendment	2	"	N/A
4052	80-175 2nd Level Combined Amendment	2	"	N/A
4053	80-176 3rd Level Combined Amendment	2	"	N/A
4054	80-177 4th Level Combined Amendment	2	"	N/A
4055	80-178 Org./Proj. Combined Amendment	2	"	N/A
4060	80-179 Department Budget	2	"	2
4061	80-180 1st Level Organization Budget	2	"	2

## FACS REPORTS

Report #	Report Name	Retention Classification	Custodian of Record Copy	Retn. Class for Dist. Copies to Offices, Inst., Etc.
4062	80-181 2nd Level Organization Budget	2	Off. Budg. Admin.	2
4063	80-182 3rd Level Organization Budget	2	"	2
4064	80-183 Sub-Cost Center Budget	2	"	2
4065	80-184 Org./Proj. Budget	2	"	2
4100	80-185 Department Project Summary	1/Mfiche	Off. Acct. Svcs.	N/A
4101	80-186 1st Level Project Summary	1/Mfiche	"	N/A
4102	80-187 2nd Level Project Summary	1/Mfiche	"	N/A
4103	80-188 3rd Level Project Summary	1/Mfiche	"	N/A
4104	80-189 Proj./Org. Project Summary	1/Mfiche	"	N/A
4105	80-190 Org./Proj. Project Summary	1	"	N/A
4110	80-191 Letter of Credit	1/Mfiche	"	N/A
4120	80-192 Fund Source Management	2	"	N/A
4200	80-193 Dept. Budget Comparison-Quarter	1/Mfiche	"	N/A
4201	80-194 1st Level Org. Budget Comparison-Qtr.	1/Mfiche	"	2
4202	80-195 2nd Level Org. Budget Comparison-Qtr.	1/Mfiche	"	2
4203	80-196 3rd Level Org. Budget Comparison-Qtr.	1/Mfiche	"	2
4204	80-197 4th Level Org. Budget Comparison-Qtr	1/Mfiche	"	2
4205	80-198 Org./Proj. Budget Comparison-Quarterly	1	"	2
4230	80-199 1st Level Prog. Budget Comparison-Qtr.	1/Mfiche	"	2
4231	80-200 2nd Level Prog. Budget Comparison-Qtr	1/Mfiche	"	2
7200	80-201 Audit Check Inventory Report	1	"	N/A
7202	80-202 Travel Expenses	1	"	N/A
7203	80-203 1099's Report	1	"	N/A
7205	80-204 Per Diem and Fee Report	1	"	N/A
7209	80-205 Detail Expense by SCOA	2	"	2
7219	80-206 Detail Expense by 2nd Level Act.	2	"	2
7225	80-207 Cost Allocation %'s Report per. Services 1	1	"	N/A

## FACS REPORTS

Report #	Report Name	Retention Classification	Custodian of Record Copy	Retn. Class for Dist. Copier to Offices, Inst., Etc
7229	<u>80-208</u> Detail Expense by 1st Level Act.	2	Off. Acct. Svcs	2
7300	<u>80-209</u> Audit & Outstanding Check Report	1	"	N/A